



**DEPARTMENT OF CHILDREN AND FAMILIES  
JOB OPPORTUNITY  
Social Worker Trainee**

**Full time (Monday through Friday)**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public  
**Location:** Waterbury Area Office, 395 West Main Street, Waterbury, CT  
**Posting No:** **WTY7746DL**  
**Hours:** 1<sup>st</sup> Shift - 40 Hours Per Week  
**Salary:** \$51,188 - \$64,389 (Annually)  
**Closing Date:** March 25, 2016 Close of business

The Department of Children and Families is recruiting for Anticipated Social Worker Trainee vacancies.

**Duties may include but not limited to:** Receives training in agency social work procedures, personnel policies, program guidelines and legal reporting requirements; receives training in and is given progressively complex assignments involving utilization of interviewing techniques required to assess client needs, elicit information and establish community referral sources; provides basic counseling services to a limited number of clients enrolled in departmental programs, inmates or patients in residence or families of clients receiving services; prepares initial treatment plans, psychosocial evaluation, case histories and other case records as components of a small assigned caseload; refers clients, patients and family members for community or social services, medical or psychological services or housing, financial and employment assistance; motivates clients to increase ability to understand and cope with problems, frustration and anxiety; performs a greater number of specific and complex social work duties and maintains a larger caseload as skills are acquired during training program; performs related duties as required.

**Minimum Qualifications Required Knowledge, Skill and Ability:** Knowledge of reciprocal relationship between individuals and their social, economic and cultural environment; basic knowledge of human social behavior; considerable interpersonal skills; oral and written communication skills; ability to relate to different cultural and economic backgrounds; ability to organize time, set priorities and manage workload.

**General Experience:** A Bachelor's or Master's degree in social work or a closely related field OR a Bachelor's degree and one (1) year of professional experience in self-directed use of case management techniques and counseling to sustain or restore client functioning.

**NOTES:** Closely related fields are: applied sociology, child development, child welfare, clinical psychology, counseling, human development and family studies, human service, marriage and family therapy, nursing, social and/or human services, education and criminal justice.

**DEPARTMENT OF CHILDREN AND FAMILIES:** A degree in a closely related field is required. Qualifying experience at this level includes the use of professional interviewing techniques, provision of skilled counseling to an assigned client caseload and assessment of basic client needs (nutritional, environmental, financial, medical, protective service) through continuing personal observation during home visits.

**Special Requirements:**

1. Candidates cannot be appointed until all degree requirements are completed.
2. **DEPARTMENT OF CHILDREN AND FAMILIES:** Incumbents in this class are required to possess and retain a valid Motor Vehicle Operator's License
3. **OTHER AGENCIES:** Incumbents may be required to possess and retain a valid Motor Vehicle Operator's License.
4. Incumbents in this class may be required to travel.
5. Incumbents in this class may be required to speak a foreign language.
6. **COMMISSION ON THE DEAF AND HEARING IMPAIRED:** Incumbents in this class must be able to communicate fluently in American Sign Language.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**Application Instructions:** Please submit a letter of intent, resume, and State Application for Employment (CT-HR-12), to Jenny Nguyen at the address indicated, referencing position #WTY7746DL. Current State employees must also include last two performance appraisals. All other applicants please include three professional employment reference letters from current and/or previous supervisors

**DEPARTMENT OF CHILDREN AND FAMILIES  
Jenny Nguyen - HUMAN RESOURCES  
131 West Street  
Danbury, CT 06810  
FAX: 203-207-5235**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.